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HQ U.S. Air Force Academy



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Mortuary Affairs Janet Edwards



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Background

- **Only active cemetery in the Air Force**
- **Pre-need website**
<http://www.usafa.af.mil/Units/Mission-Support-Group/Force-Support-Squadron/Mortuary-Affairs/>
- **Funerals conducted Monday-Friday, 9:00 am – 2:00 pm**
 - **Excludes weekends and federal holidays**
- **Mortuary Officer is first point of contact**
 - **(719) 333-3323**
 - **Located in the Community Center, upper level**



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Funeral Locations

- **Cadet Chapel**
 - Catholic, Protestant, Jewish
 - Closed September 2019 – 2027 (approximately)
- **USAFA Cemetery**
- **Memorial Pavilion**
- **Columbarium**
- **Community Chapel**
 - Requires DoD ID card or Entry Authorization List (EAL) if security increases
 - Access through North or South Gate for non-DoD ID card holders with a valid driver's license or passport



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Casketed Remains

- **Outer burial container provided at no cost**
- **Local funeral home (out of state deaths)**
 - Prepare, casket, ship to Denver
 - Provide flag that drapes casket
- **Receiving funeral home**
 - Pick up remains at airport
 - Transport to Colorado Springs
 - Transport to USAFA
- **May watch lowering of casket**
 - Plot is selected at the time of need
- **Piggy back burial**
 - No more than 3 per plot



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Cremated Remains

- **Local funeral home (out of state)**
 - Pick up remains from place of death
 - Prepare cremation permit and death certificate
 - Cremation
 - Provide flag
 - Mail urn and flag to USAFA Mortuary Affairs or
 - Family may hand carry to USAFA
- **Receiving funeral home not needed**
- **May place urn in ground**
 - Plot is selected at time of need
- **Direct (or simple) vs traditional cremation**
 - Cost & services

Cremated Remains (Ground Burial)

- Outer burial container provided by USAFA at no cost (ground burial)
 - Inside dimensions – 14 ½" x 14 ½" x 14 ½" x 14 ½"
- Flat bronze marker for each person
- Granite base
- Vase

Cremated Remains (Columbarium)

- Located on east side (exterior) of Memorial Pavilion
- Dimensions: 9 ½” wide x 7 ¾” high x 12 ½” deep
- Companion niche
- No flowers or flags may be displayed
- One 5x7 aluminum nameplate for both
 - 8 lines total
 - 4 lines for sponsor; 4 lines for spouse
 - No additional text
- Place urn in niche



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Miscellaneous

- **USAFA chaplain (active duty)**
 - Will attempt to provide denomination specific support if available
- **Civilian clergy provided by family**
- **Military honors may only be rendered in one location**
 - Must provide DD 214 for sponsor or spouse death
 - **DO NOT PAY** for a replacement DD 214
 - <http://www.archives.gov/veterans/military-service-records/standard-form-180.html>
 - Must be from active duty, Reserve or Guard service (not cadet)
 - To request ANG or USAFR documents, contact Total Force Service Center at 1-800-525-0102 or tfsc_2@mypersmail.af.mil



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Miscellaneous

- **Must not have been convicted of a felony**
- **Burial/cremation clothing**
- **Burial agreement if spouse pre-deceases veteran**
 - **Veteran and spouse will be buried in the same plot/niche**
- **No paperwork or documents are required pre-need**
 - **Provide at the time of death**
 - **Scanned/faxed copies are sufficient (originals not required)**
- **On base reception follow funeral**
 - **At family's expense**
- **Pre-need arrangement benefits**
 - **Peace of mind for family**
 - **Lock in cost**



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Miscellaneous

- **No cost for USAFA services**
 - Plot (or niche)
 - Outer burial container
 - Opening/closing of grave
 - Permanent grave marker
 - Granite base
 - Vase
- **Flyover**
 - Exception To Policy (ETP) process
 - Letter of request, DD 214, biography
 - No less than 5 business days to process
 - AF assets
 - Private aircraft (civilian)



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